



Agenda of Board Meeting December 15, 2025 The Board of Trustees Wichita Falls Independent School District

In Compliance with the Texas Government Code, Chapter 551, Subchapter C, the Board of Trustees of the Wichita Falls Independent School District will meet for a Board Meeting at 6:00 PM, on December 15, 2025, in the Board Room at the Education Center, 1104 Broad St, Wichita Falls, TX 76301.

The subjects to be discussed, considered, or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

I. CALL TO ORDER AND OPENING STATEMENT

II. PRESENTATION OF COLORS

III. INVOCATION

IV. PRESENTATIONS

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V. PUBLIC COMMENT

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X. HUMAN RESOURCES

- A. Applicant Pool 34

XI. BOARD MATTERS

- A. Renewal of Membership in Walsh Gallegos's Retainer Program 38

B. Closed Session:

1. Consider and Discuss Contract of the Superintendent (*Pursuant to Texas Government Code 551.074*)
2. Attorney Consultation Related to Employment and Contract of the Superintendent (*Pursuant to Texas Government Code 551.071*)
3. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (*Pursuant to Texas Government Code 551.074*)

C. Open Session:

1. Consider and Take Possible Action Regarding Contract of the Superintendent

XII. ADJOURNMENT

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Tuesday, December 9, 2025 at 5:00 pm.

For the Board of Trustees

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Presentations		
Administrator Responsible:	Dr. Cody Blair, Director of Secondary Schools		
Presentation:	National Merit Commended Scholar		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees recognizes WFISD's **National Merit Commended** student as submitted by Dr. Cody Blair, Director of Secondary Schools, and recommended by Dr. Donny Lee, Superintendent.

Explanation:

Over 1.3 million juniors in about 20,000 high schools entered the 2026 National Merit Scholarship Program by taking the 2024 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), which served as an initial screen of program entrants.

Approximately 34,000 high scorers were named National Merit Commended students. We are proud to have one National Merit Commended student in WFISD.

National Merit Commended

Jimin Park - Memorial High School

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Presentations		
Administrator Responsible:	Dr. Cody Blair, Director of Secondary Schools		
Presentation:	College Board National Recognition Scholars		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees recognizes students who received **College Board National Recognition** as submitted by Dr. Cody Blair, Director of Secondary Schools, and recommended by Dr. Donny Lee, Superintendent.

Explanation:

In August 2025, College Board awarded thousands of students from across the country with academic honors through the annual National Recognition Program. The programs celebrate underrepresented students who excel academically on College Board assessments, including PSAT/NMSQT[®], PSAT[™] 10, and AP[®] Exams.

Legacy High School

Shawn Chandler: First Generation Recognition Award

Keira Dassinger: School Recognition Award

Ethan Earley: School Recognition Award

Benjamin Felix: School Recognition Award, First Generation Recognition Award

Jackson McCaskill: School Recognition Award, First Generation Recognition Award

Briggs Moore: School Recognition Award

Elizabeth Salazar: First Generation Recognition Award

Chloe Scholer: School Recognition Award

Scotland Skinner: School Recognition Award

Isabella Snowden: School Recognition Award, First Generation Recognition Award

Lucy Worley: School Recognition Award, First Generation Recognition Award

Memorial High School

Caleb Jackson: School Recognition Award

Jimin Park: School Recognition Award

Jinoo Park: School Recognition Award

Jacob Swafford: School Recognition Award

Jacob Tuten: School Recognition Award

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Construction Method for Zundy Elementary Refresh Project		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	No Attachments		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees review the construction method and designate the methodology to be utilized for the construction as related to the Zundy Refresh Project, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

Replacement projects exceeding \$50,000 are considered "construction," and per Policy CV(Local), "Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000."

Available options for construction methods include the following Board Policies:

- CVA – Competitive Bidding (Traditional Method)
- CVB – Competitive Sealed Proposals (Traditional Method)
- CVC – Construction Manager-Agent
- CVD – Construction Manager-at-Risk
- CVE – Design-Build
- CVF – Job Order Contracts

The Board may select the method solely at the Board’s discretion or may consider the district staff recommendation of the most advantageous method(s) expected to result in on-time and within budget results.

Competitive Sealed Proposal (CSP) (Traditional Method, Policy CVB) is a procurement method by which a district requests proposals, ranks the offerors, negotiates as prescribed (starting with the highest ranking response), and subsequently contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility. In selecting a contractor through competitive sealed proposals, a district shall follow the procedures provided by Government Code 2269, Subchapter D. Gov't Code 2269.151.

The CSP is preceded by a Request for Qualifications (RFQ) in which responding vendors are ranked based on qualifications and experience, without consideration of price. After the qualifications are evaluated and scored, the proposed project pricing is unsealed and scored/weighed against the lowest price, for the vendor ranking of all proposals. Per Texas Government Code §2269, after proposals are evaluated, scored and ranked, the district may negotiate only with the highest-ranked proposer for construction services. If a satisfactory agreement cannot be reached, negotiations are ended and the district may then proceed with the next highest-ranked proposer, in order, until a contract is finalized.

Fiscal Note:

As per Policy CV-Legal, "If the *Board of Trustees* considers a construction contract, before advertising, must determine which method provides the best value for the District."

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Purchase of Franklin Roof Replacement		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Quote Summary and Quotes		
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> Future Action <input type="checkbox"/> Information <input type="checkbox"/> Report			

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees purchase the Franklin Elementary School roof replacement project from Lydick-Hooks Roofing in the amount of \$209,671.00 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The Franklin Elementary School roof is slate (stone) and in need of replacement. It is the district’s recommendation to replace the slate roof with a shingle roof. The replacement includes inspection (and potential repair/replacement) of roof decking, installation of a 15-pound felt, nailed to the wood decking, followed by a 30-year dimensional shingle roof with new drip edge, gutters, downspouts and bird boxes, with the price including all City permitting and the disposal of all debris as required by law. This purchase includes a 2-year workmanship warranty.

The replacement roof outlined herein is awarded utilizing WFISD’s RFP 2526-10-P-27 Job Order Contract (Trades Bid) award with subsequent quotes obtained for the project (one additional vendor quoted on a TexBuy award). The RFP was advertised twice in the Times Record News and made available on WFISD’s electronic bid platform.

Vendor	Lydick-Hooks Roofing	Cornerstone Roofing	Parsons Roofing
City, ST	Wichita Falls, TX	Wichita Falls, TX	Waco, TX
Purchasing Contract	RFP 2526-10-P-27	RFP 2526-10-P-27	TexBuy #022-020
Total Quote	\$207,671.00	\$237,660.50	\$354,518.00
With Estimated Deck Repair (100sf)	\$209,671.00	\$238,560.50	\$355,418.00

Fiscal Note:

Expenditure will be paid from budgeted Maintenance funds. Purchases over \$100,000 require Board of Trustees approval per Policy CH Local.

Franklin Roof Replacement Quotes

Lydick-Hooks (Trades)	Qty	Rate	Days	Line Total
4 man crew	1	\$1,500.00	42	\$63,000.00
2 man crew	1	\$900.00	37	\$33,300.00
	Cost	Markup		
Material (30% markup)				\$44,997.02
	Qty			
Laborers	6		15	\$0.00
Other included services				
Permitting	1	included		\$0.00
Staging and Safety	1	included		\$0.00
Dump Fees	1	included		\$7,624.00
Rentals & Equipment	6	\$2,333.33		\$13,999.98
Skilled Eq Operator	2	included		\$0.00
Fuel	100	\$10.00		\$1,000.00
Base Total			Total Base	\$163,921.00

Lydick-Hooks	Qty	Rate	Days	Line Total
Gutters, Downspouts, Birdboxes	1	\$43,750.00		\$43,750.00
Modified Bitumen Flat Roof				
Transition and Flashing	1	included		\$0.00
Decking Repair	100	\$20.00		\$2,000.00

Decking repair SF = \$20	Lydick-Hooks	Total with Options	\$209,671.00
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Franklin Roof Replacement Quotes

Cornerstone (Trades)	Qty	Rate	Days	Line Total
4 man crew	4	\$1,400.00	15	\$84,000.00
Cost		Markup		
Material (30% markup)	\$46,625.00	130%		\$60,612.50
Qty		per 8/hour day		
Laborers	6	\$400.00	15	\$36,000.00
Other included services				
Permitting	1	\$1,500.00		\$1,500.00
Staging and Safety	1	\$1,600.00		\$1,600.00
Dump Fees	1	\$2,940.00		\$2,940.00
Rentals & Equipment	1	\$13,900.00		\$13,900.00
Skilled Eq Operator	2	\$3,750.00		\$7,500.00
District Discount	1	-\$8,252.00		-\$8,252.00
Base Total			Total Base	\$199,800.50

Cornerstone Options	Qty	Rate	Days	Line Total
Gutters, Downspouts, Birdboxes	1	\$24,360.00		\$24,360.00
Modified Bitumen Flat Roof				
Transition and Flashing	1	\$13,500.00		\$13,500.00
Decking Repair	100	\$9.00		\$900.00

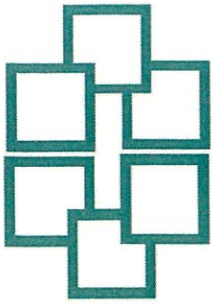
		Cornerstone	Total with Options	\$238,560.50
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Franklin Roof Replacement Quotes

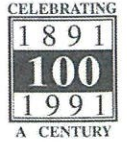
Parsons (not on trades)	Qty	Rate	Days	Line Total
Total Bid				\$354,518.00
Material (30% markup)				
Laborers				
Other included services				
Permitting				
Staging and Safety				
Dump Fees				
Rentals & Equipment				
Skilled Eq Operator				
District Discount				
Base Total			Total Base	\$354,518.00

Parsons (not on trades)	Qty	Rate	Days	Line Total
rotten wood	100	\$9.00		\$900.00

Parsons			Total with Options	\$355,418.00
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LYDICK-HOOKS Roofing Company of Wichita Falls, Inc.
 1501 CENTRAL EXPRESSWAY EAST • WICHITA FALLS, TEXAS 76302
 (940) 322-6991 FAX (940) 322-1048



Member: National Roofing Contractors Association
 Associate Member: Associated General Contractors
 Member: Construction Specifications Institute

November 7, 2025

Wichita Falls ISD
 Franklin Elementary School

Franklin Elementary Mansard Roof Replacement Main Building and Cafeteria

We are pleased to offer our proposal for the roof replacement on the above project based on the following specifications dated 11-07-2025:

- *Remove and haul off existing slate from mansards*
- *Install new underlayment to replace existing*
- *Install new class 4 shingles to all mansards*
- *Install new drip edge to perimeter*
- *Remove and install new edge metal at flat roofs and strip in*


All material and labor for the above specification to be furnished for the total sum of:
 ONE HUNDRED SIXTY-THREE THOUSAND NINE HUNDRED TWENTY-ONE
 DOLLARS.....**\$163,921.00**

Any Deck Repair will be at \$20 per FT2

***Trade Bid Pricing Attached**

- This project is tax exempt
- No wood decking replacement (should any be needed) is included in this proposal. If decking replacement is necessary, it will be done on a time and material basis
- A lift will be used for access and areas of the perimeter will need to be roped off for periods of time for safety of workers and students
- This price does not include replacement of any gutters or downspouts

Thank you for the opportunity and please let me know if there are any questions I can answer for you.


 Greg Henderson

Accepted by _____ Date _____

Trade Bid Pricing for Franklin Elementary Mansard Re-Roof

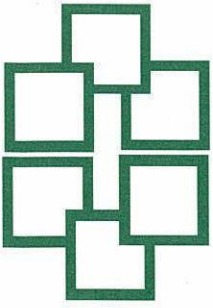
- 30 Yard Container – Setting Fee.....1 @ \$ 125.00 = \$ 125.00
- 30 Yard Container – Pick Up Fee.....16 @ \$ 225.00 = \$3,600.00
- 30 Yard Container – Daily Fee.....42 @ \$ 2.00 = \$84.00
- 30 Yard Container – Price Per Ton109 @ \$35.00 = \$3,815.00

- Labor – 4 Man Crew.....42 Days @ \$ 1,500.00 = \$63,000.00
- Labor – 2 Man Crew.....37 Days @ \$900.00 = \$33,300.00

- Materials – Materials plus at or below 30% Markup..... 1 @ \$ 44,997.02

- Telescoping Lift Fee – Per Week.....6 @ \$ 2,333.33 = \$13,999.98
- Fuel.....100gal @ \$10.00 = \$1,000.00

- Total.....\$163,921.00**



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 (940) 322-6991 FAX (940) 322-1048



*Member: National Roofing Contractors Association
 Associate Member: Associated General Contractors
 Member: Construction Specifications Institute*

November 25, 2025

Optional Gutter and Downspout Replacement

- ***Remove existing gutters and downspouts***
- ***Install new commercial grade box gutters to perimeter***
- ***Install new commercial grade downspouts***

All material and labor for the above specification to be furnished for the total sum of:
 FORTY-THREE THOUSAND SEVEN HUNDRED FIFTY DOLLARS.....**\$43,750.00**

- These are typical commercial grade box gutters that are quoted in this estimate
- Tax is excluded from this estimate

CORNERSTONE ROOFING COMPANY

\$1,400

Labor - 4 Man Crew x 4 for 15 days = \$84,000 ✓

Material + Mark-up @30% = \$60,612.50 ✓

Staff (6 Laborers \$50 each) @200/hr - 8hr day for 15 days = \$36,000 ?

Other Services Not Listed *included*

- Permitting - \$1,500
- Staging & Safety - \$1,600
- Dump Fees - \$2,940
- Rentals & Equipment = \$13,900
- Skilled Equipment Operator = \$7,500 (2 Operators) —
- (District Discount = \$8,252.50)

\$ 27,440

Optional Deliverables

- Gutters & Downspouts and Custom Bird Boxes - \$24,360
- **Modified Bitumen Flat Roof Transition** and flashing along eaves. This is a **MUST** in order to obtain a water tight transition between both roofing materials. This will include a 3ft transition replacement (Not a Full Flat Roof Replacement) \$13,500

CLASS 4 IMPACT RESISTANT SHINGLE ROOFING SYSTEM

\$199,800 *without options*

***Price subject to Market Price Changes**

Exclusions under this proposal: Any Permits, Bonding, Third Party Testing, and Insurance beyond our normal limits. Any bid items not listed above.

**WICHITA FALLS ISD BOARD OF TRUSTEES
DECEMBER 15, 2025**

Agenda Item:	Minutes
Administrator Responsible:	Dr. Donny Lee, Superintendent of Schools
Attachments:	Minutes of Work Session, November 10, 2025 Minutes of Regular Meeting, November 17, 2025
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> Future Action <input type="checkbox"/> Presentation <input type="checkbox"/> Report	

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a work session on November 10 2025, and a regular meeting on November 17, 2025 as submitted by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The following are copies of the minutes referenced above. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES WFISD
ADMINISTRATION BUILDING – BOARD ROOM
WORK SESSION MEETING NOVEMBER 10, 2025**

CALL TO ORDER AND OPENING STATEMENT:

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 5:00 p.m. by Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Ms Katherine McGregor, Mr. Jim Johnson, Ms. Sandy Camp and Mr. John Barnard. Ms Suzan Grisel and Ms Diann Scroggins were absent. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms. Denise Williams, Director of Human Resources, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Debbie Dipprey, Executive Director of School Administration, Ms. Ashley Thomas, Communications Officer, Ms. Jennifer Spurgers, Assistant Director of Human Resources, Mr. Scot Hafley Assistant Superintendent of Operations, Dr. Cody Blair, Director of Secondary Schools, Mr. Jeff Hill, Director of School Administration, Ms. Trish Potts, Internal Auditor, Ms. Denise Brown, Director of Finance, Ms. Lauren Zotz, Director of Purchasing, Mr. Wayne Toulon, Accounting Supervisor and Mr. Kerry Wilson, Accountant.

Others present: Ms Claire Wooten, Weaver, LCC, community members and the media.

INVOCATION:

Ms. Sandy Camp gave the invocation.

PUBLIC COMMENT:

None

REPORTS OR SPECIAL DISCUSSIONS:

Ms. Claire Wooten with Weaver LLC presented the 2025 External Audit Report. Ms Wooten report “No Findings”

FINANCIAL SERVICES:

FINANCIAL REPORTS AS OF SEPTEMBER 2025

Mr. Jim Johnson, seconded by Ms Katherine McGregor, motioned that the Wichita Falls Independent School District Board of Trustees approves the attached year- to-date financial reports and investment reports as submitted by Leah Horton, Chief Financial Officer, and is recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

BUDGET ADMENDMENTS FOR OCTOBER 2025

Ms. Sandy Camp, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the

Carried unanimously by a vote of 5-0

PURCHASE OF WRESTLING EQUIPMENT

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees approve the purchase wrestling start-up costs (both high schools) from GameOne for a total of \$182,023.04, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

In the 2026-27 school year WFISD will add wrestling as a UIL sport to the Athletic Department at both Memorial and Legacy High School. A wrestling program is an investment that will increase participation of students in extra-curricular activities and provide more opportunities for our staff to impact the lives of our students. The wrestling community of Wichita Falls is growing and this addition reflects that growth and interest. Wrestling provides a

unique opportunity for students to engage in a sport that teaches discipline, resilience, and leadership, all of which can translate into improved academic performance, better mental health, and stronger social skills. The purchase will be made via Buyboard 766-25, which was advertised twice in multiple publications.

This item will be placed on the consent agenda for the regular meeting on November 17, 2025

HUMAN RESOURCES:

PERSONNEL REPORT

Ms. Jennifer Spurgers, Assistant Director of Human Resources, reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last Work Session board meeting. The resignations/retirements have been accepted by Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

TEACHER APPLICANT POOL

Ms. Katherine McGregor, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool and addendum.

Carried unanimously by a vote of 5-0

INCENTIVE PAY FOR EARLY RETIREMENT AND RESIGNATION NOTICE

Ms. Jennifer Spurgers, Assistant Director of Human Resources, requested that the Wichita Falls Independent School District Board of Trustees approve the recommendation to allow an 'Incentive Pay' for campus level professional staff that are on a term or continuing contract that submit an early notice of retirement or resignation received by January 31, 2026 for the end of the 2025-2026 contract year as submitted by Denise Williams, Director of Human Resources and as recommended by Dr. Donny Lee, Superintendent of Schools. Offering a monetary incentive motivates early notification by employees that may normally wait until the end of their contract term to inform the district of their intent to retire or resign. This knowledge is beneficial in staffing for the upcoming academic year and for early recruitment of campus professional staff.

\$1,500.00 incentive amount for Retirement Early Notification by campus level professional staff

\$750.00 incentive for Resignation Early Notification by campus level professional staff

This item will be placed on the consent agenda for the regular meeting on November 17, 2025

BOARD MATTERS:

VOTE FOR WICHITA APPRAISAL DISTRICT BOARD MEMBERS AND APPROVE RESOLUTION

Ms. Katherine McGregor, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees vote for Mr. Jeff Kindt and Ms. Shelby Womack to serve on the Wichita Appraisal District Board and adopt Resolution stating as such.

Carried unanimously by a vote of 5-0

BOARD MINUTES:

Ms. Sandy Camp, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees approve the minutes of a work session on October 13, 2025, and regular meeting on October 20, 2025.

Carried unanimously by a vote of 5-0

UPCOMING EVENTS:

Ms. Ashley Thomas, Communications Officer, informed the Board of Trustees on the events happening around the district.

RECESS:

Mr. Mark Lukert, board president, recessed the work session to go into closed session at 5:49 pm.

CLOSED SESSION:

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

ADJOURNED:

With no more action to take, Mr. Mark Lukert, board president, adjourned the meeting from closed session at 6:23pm.

President, Board of Trustees

Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
WFISD ADMINISTRATION BUILDING – BOARD ROOM
REGULAR SESSION MEETING NOVEMBER 17, 2025**

CALL TO ORDER AND OPENING STATEMENT:

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 6:00 p.m. by Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Mr. John Barnard, Ms. Susan Grisel, Ms Diann Scroggins, Ms. Sandy Camp, Mr. Jim Johnson and Ms Katherine McGregor. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Mr. Scot Hafley, Assistant Superintendent of Operations, Ms. Deb Dipprey, Executive Director of School Administration, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Ashley Thomas, Communications Officer, Mr. Jeff Hill, Director of School Administration, Chief Anthony Smith, WFISD PD, Ms Jennifer Spurgers, Asst Director of Human Resources, Ms. Alefia Paris-Toulon, Executive Director of Special Programs, Dr. Cody Blair, Director of Secondary Schools, Mr. Chad Johnson, Multimedia Specialist, Ms. Taylor Fair, Production Assistant, Ms. Madison Davis, Marketing, Communications and Military Coordinator, Ms. Cindy Waddell, Sheppard Elementary Principal, Ms Lauryn Taylor, Sheppard Elementary AP, Ms Donna Hale, DoDEA Coordinator at Sheppard Elementary, Dr. Peter Braveboy, Legacy Principal, Mrs. Laurie Kinne, Memorial High School Principal, Ms. Lydia Coyle, Crockett Elementary Principal and several other WFISD staff members.

Also present: Other parents and media.

PRESENTATION OF COLORS:

Legacy High School JROTC

INVOCATION:

Ms. Diann Scroggins gave the invocation.

PRESENTATION:

CULTURE COIN PRESENTATION

Dr. Donny Lee, Superintendent of Schools, presented the Communications Department staff members with culture coins in appreciation for their hard work and dedication in facilitating the Future-Ready Superintendents Leadership Network (FRSLN) event in October

2025 MILITARY RESOLUTION

Ms Susan Grisel, seconded by Ms Sandy Camp, motioned that the Wichita Falls Independent School District Board of Trustees approve the 2025 Military Resolution as submitted by Madison Davis, Coordinator of Military Affairs, and as recommended by Dr. Donny Lee, Superintendent of Schools.

The 2025 Military Resolution is being presented to the Board of Trustees in support of Wichita Falls ISD's military-connected students and their families. This resolution acknowledges the unique challenges and contributions of military families and reinforces the district's ongoing commitment to providing a supportive and inclusive environment for all military-connected students.

Carried unanimously by a vote of 7-0

PUBLIC COMMENT:

Stephanie Willis-Koontz, Wichita Falls resident: spoke about concerns with illegal parking around Rider Middle School

Amie Quintero, Crockett Elementary librarian: spoke about the possible attendance zone changes affecting Crockett and requested that the board of trustees not change the attendance zone for Crockett.

Edwin Bautista, former WFISD student: informed the board of trustees that he has submitted a request that Sam Houston Elementary building become a National Historic Landmark. The decision will be review by the NHLM committee in January 2026. Also asked for support to make Wichita Falls High School building to become a landmark as well.

SUPERINTENDENT’S REPORT:

Dr. Donny Lee, Superintendent of Schools, gave a report on the following:

- 12,426 student enrollment (12,611 November 24/25) ADA 94.30%
- Purposeful Campus Visits
 - Fain
 - Jefferson
 - Fowler
 - Haynes
 - Cunningham
 - Barwise
 - Burgess
 - Priority 4: Stewardship
 - Faculty 4.2-Systemic, Long-Range Facility Planning
 - Went over photos taken today of McNiel Renovation progress
 - Closing of Jefferson
 - Priority 3: Stakeholders
 - Parent and Family Satisfaction and Engagement 3.1
 - Meeting held for staff and community regarding Third Future Schools take over of Southern Hills and Booker T Washington campuses.
- Principal for a Day was a huge success
- Thanksgiving Break 11/24-11/30
- Kirby building closing-12/5
- Holiday Open House at Ed Center-12/10
- Work Session- 12/8
- Regular Meeting-12/15
- Last day before Christmas Break-12/20

CONSENT AGENDA:

Purchase of Wrestling Equipment
Incentive Pay for Early Notification of Resignation/Retirement

Ms. Katherine McGregor, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve items placed on the Consent Agenda at the November 10, 2025 meeting.

Carried unanimously by a vote of 7 – 0

SCHOOL ADMINISTRATION

PRESENTATION OF CAMPUS PROGRESS: LEGACY AND MEMORIAL HIGH SCHOOLS

Ms. Deb Dipprey, Executive Director of School Administration, introduced Dr. Peter Braveboy, Legacy High School Principal and Ms Laurie Kinne, Memorial High School Principal to give presentations on the progress of their campuses.

APPLICATION FOR TEA LASO CYCLE 4 GRANT FUNDS:

Ms. Katherine McGregor, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the district submission of an application for the TEA LASO Cycle 4 Grant funds.

Carried unanimously by a vote of 7 – 0

HUMAN RESOURCES:

TEACHER APPLICANT POOL

Mr. Jim Johnson, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool addendum.

Carried unanimously by a vote of 7 – 0

BOARD MATTERS:

ELEMENTARY ATTENDANCE ZONES

Mr. Jim Johnson, seconded by Ms. Katherine McGregor, motioned that the Wichita Falls Independent School District Board of Trustees approve the proposed Option “B” for the rezoning of elementary attendance zones. This option will move some students from West Foundation Elementary and Fowler Elementary and all students from Jefferson to McNiel Elementary beginning the 26/27 Academic year.

Carried unanimously by a vote of 7 – 0

RECESS:

Mr. Mark Lukert, board president, recessed to go into closed session at 7:29 pm.

CLOSED SESSION:

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

ADJOURNMENT:

No further action was taken and Mr. Mark Lukert, board president, adjourned the meeting at 8:07pm.

President, Board of Trustees

Secretary, Board of Trustees

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Adoption of the WFISD 2026-2027 School Calendar		
Administrator Responsible:	Ashley Thomas, Communications Officer		
Attachments:	2026-2027 Calendar Draft (Option 1-A)		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees adopts the **2026-2027 School Calendar Option 1-A** as presented by Ashley Thomas, Communications Officer, and recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation

After the Board of Trustees Special Session on December 8, the 26-27 Calendar Option 1 was modified to include a staff opt-out/student holiday on October 30. This increases the number of opt-out days from 3-4 and decreases the number of instructional minutes by 450. This modification still allows for 3.6 additional days.



OPTION 1-A

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

2026-2027 DISTRICT CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4						1			1	2	3	4	5					1	2	3				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	25	26	27	28	29	30	31
							30	31			T-18	S-13							T-21	S-20							T-22	S-19		
NOVEMBER							DECEMBER							JANUARY							FEBRUARY									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6				
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20			
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
29	30						27	28	29	30	31	24	25	26	27	28	29	30	28											
													T-14	S-13.5	31						T-20	S-18							T-20	S-19
MARCH							APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5	6					1	2	3							1				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30										
													T-22	S-22	30	31														

TEACHERS

1st Semester: 94 Work Days
 2nd Semester: 93 Work Days
TOTAL: 187 Days
 4 Opt-Out Days

Calendar Highlights
 First Day of School: Aug. 13
 Last Day of School: May 19

STUDENTS

169 days @ 450 min = 76,050
 2 days @ 240 min = 480
 Total = 76,530 minutes
 + 2 Staff Dev. Days = 720 min.
TOTAL = 77,250 minutes

77,250 minutes
 - 75,600 minutes

 = 1,650 minutes

Legend

- Staff/Student Holiday
- Staff Development (Student Holiday)
- Teacher Planning/Workday (Student Holiday)
- Early Release*
- Parent Conferences (Student Holiday)
- First/Last Day of School
- New Teacher Orientation
- Opt-Out Day (For Teachers)

*Early Release Days: Dec. 18 and May 19

Grading Periods

Elementary	Secondary	
	1st Semester	2nd Semester
1st: Aug. 13 - Oct. 16	1st: Aug. 13 - Sept. 24	4th: Jan. 5 - Feb. 12
2nd: Oct. 19 - Dec. 18	2nd: Sept. 28 - Nov. 6	5th: Feb. 16 - April 2
3rd: Jan. 5 - March 5	3rd: Nov. 9 - Dec. 18	6th: April 5 - May 19
4th: March 8 - May 19		

WICHITA FALLS ISD BOARD OF TRUSTEES
December 15, 2025

Agenda Item:	Adoption of Policy CFC (Local) Accounting: Audits		
Administrator Responsible:	Scot Hafley, Assistant Superintendent of Operations		
Attachments:	CFC (Local) Accounting: Audits		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees engage in the second reading of Board Policy CFC (Local), as submitted by Scot Hafley, Assistant Superintendent of Operations and recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The Institute of Internal Auditors (IIA) released the new Global Internal Audit Standards on January 9, 2024, which must take effect by January 9, 2025. These Standards are essential as they provide the foundation for the professional practice of internal auditing on a global scale, ensuring consistency, quality, and transparency in internal audit functions across industries and sectors.

The revisions in CFC (Local) reflect updates required to align our internal audit charter with these new Standards. The prior version of the Global Internal Audit Standards was released in 2017 and the current revisions incorporate significant changes aimed at enhancing the effectiveness of internal audit activities, improving governance, and responding to emerging risks.

By updating the internal audit charter, the District ensures that our internal audit function remains compliant with the latest professional guidance, supports best practices in audit operations, and maintains a framework that meets expectations.

Fiscal Note:

There is no impact to budget.

Internal Audit

Purpose

The district shall maintain a comprehensive program of internal auditing through the office of internal auditing, which shall be led by the internal auditor. The internal auditor shall strengthen the district's ability to create, protect, and sustain value by providing the Board audit committee and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances the District's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

The District's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The Institute of Internal Auditors' (IIA's) Global Internal Audit Standards, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the Board audit committee.
- Internal auditors are free from undue influence and committed to making objective assessments.

Commitment to Adhering to Global Internal Audit Standards

The District's internal audit function shall adhere to the mandatory elements of The IIA's International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements. The internal auditor shall report annually to the Board audit committee and senior management regarding the internal audit function's conformance with the standards, which shall be assessed through a quality assurance and improvement program.

Mandate *Authority*

The internal audit function's authority is created by its direct reporting relationship to the Board audit committee. Such authority allows for unrestricted access to the Board audit committee.

The Board authorizes the internal audit function to:

- Have full and unrestricted access to all functions, data, records, information, physical property, and personnel pertinent to carrying out internal audit responsibilities. Internal auditors are accountable for confidentiality and safeguarding records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques, and issue communications to accomplish the function's objectives.
- Obtain assistance from the necessary personnel of District and other specialized services from within or outside District to complete internal audit services.

*Independence,
Organizational
Position, and
Reporting
Relationships*

The internal auditor shall be positioned at a level in the organization that enables internal audit services and responsibilities to be performed without interference from management, thereby establishing the independence of the internal audit function.

The internal auditor shall report functionally to the Board audit committee and administratively (for example, day-to-day operations) to the Superintendent. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the Board audit committee, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

- To establish, maintain, and ensure that District's internal audit function has sufficient authority to fulfill its duties, the Board audit committee shall: Discuss with the internal auditor and senior management the appropriate authority, role, responsibilities, scope, and services (assurance and/or advisory) of the internal audit function annually.
- Ensure the internal auditor has unrestricted access to, communicates, and interacts directly with the Board audit committee, including in private meetings without senior management present. Ensure any such meetings are held in accordance with laws and/or regulations applicable to public records.
- Discuss with the internal auditor and senior management other topics that should be included in the internal audit charter and this policy.
- Participate in discussions with the internal auditor and senior management about the "essential conditions," described in

the Global Internal Audit Standards, which establish the foundation that enables an effective internal audit function.

- Review the internal audit charter annually with the internal auditor to consider changes affecting organization changes in the type, severity, and interdependencies of risks to the organization; and approve the internal audit charter and this policy annually.
- Approve the internal audit plan.
- Provide input to the internal audit function's human resources administration and budgets.
- Review and approve the internal audit function's expenses annually.
- Provide input to senior management on the appointment and removal of the internal auditor, ensuring adequate competencies and qualifications and conformance with the Global Internal Audit Standards.
- Review and obtain input from senior management on the internal auditor performance.
- Receive quarterly communications from the internal auditor about the internal audit function including its performance relative to its plan.
- Ensure a quality assurance and improvement program has been established and review the results annually.
- Make appropriate inquiries of senior management and the internal auditor to determine whether scope or resource limitations are inappropriate.

Individual Board audit committee members shall have no individual authority to direct audits. Audit selection shall be based on the internal auditor's professional judgment, augmented by the direction of the Board audit committee acting as a whole.

For purposes of this policy, "report administratively" shall mean the Superintendent provides appropriate structure for the internal audit function within the District, which includes, but is not limited to:

1. Budget, accounting, procurement, and information technology support;
2. Human resource administration, including support in hiring personnel and providing compensation;
3. Adequate work space, furniture, and equipment; and

4. Administration of the District's policies and procedures, to include enforcement of time and attendance, travel, and purchasing requirements.

The Superintendent may suggest but shall not dictate areas to be audited and shall work cooperatively with the internal auditor to ensure access and removal of impediments to audited areas.

The internal auditor shall confirm to the Board audit committee, at least annually, the organizational independence of the internal audit function. If the governance structure does not support organizational independence, the internal auditor shall document the characteristics of the governance structure limiting independence and any safeguards employed to achieve the principle of independence. The internal auditor shall disclose to the Board audit committee any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results. The disclosure shall include communicating the implications of such interference on the internal audit function's effectiveness and ability to fulfill its mandate.

*Changes to the
Mandate,
Charter, and
CFC(LOCAL)*

Circumstances may justify a follow-up discussion between the internal auditor, Board audit committee, and senior management on the internal audit mandate or other aspects of the internal audit charter and this policy. Such circumstances may include but are not limited to:

- A significant change in the Global Internal Audit Standards.
- A significant reorganization within the organization.
- Significant changes in the internal auditor, Board audit committee, and/or senior management.
- Significant changes to the organization's strategies, objectives, risk profile, or the environment in which the organization operates.
- New laws or regulations that may affect the nature and/or scope of internal audit services.

Chief Audit
Executive
(Executive Director)
Roles and
Responsibilities

*Ethics and
Professionalism*

The internal auditor will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.

- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

Objectivity

The internal auditor shall ensure that the internal audit function remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication. If the internal auditor determines that objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

Internal auditors shall maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal auditors shall have no direct operational responsibility or authority over any of the activities they review. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing operational duties for District or its affiliates.
- Initiating or approving transactions external to the internal audit function.
- Directing the activities of any District employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Internal auditors shall:
 - Disclose impairments of independence or objectivity, in fact or appearance, to appropriate parties and at least annually, such as the internal auditor, Board audit committee, management, or others.
 - Exhibit professional objectivity in gathering, evaluating, and communicating information.

- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid conflicts of interest, bias, and undue influence.

*Managing the
Internal Audit
Function*

The internal auditor has the responsibility to:

- At least annually, develop a risk-based internal audit plan that considers the input of the Board audit committee and senior management. Discuss the plan with the Board audit committee and senior management and submit the plan to the Board audit committee for review and approval and communicate, as needed, any substantial ad hoc requests for approval.
- Communicate the impact of resource limitations on the internal audit plan to the Board audit committee and senior management.
- Review and adjust the internal audit plan, as necessary, in response to changes in District's business, risks, operations, programs, systems, and controls.
- Communicate with the Board audit committee and senior management if there are significant interim changes to the internal audit plan.
- Ensure internal audit engagements are performed, documented, and communicated in accordance with the Global Internal Audit Standards and laws and/or regulations.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the Board audit committee and senior management periodically and for each engagement as appropriate.
- Ensure the internal audit function collectively possesses or obtains the knowledge, skills, and other competencies and qualifications needed to meet the requirements of the Global Internal Audit Standards and fulfill the internal audit mandate.
- Identify and consider trends and emerging issues that could impact District and communicate to the Board audit committee and senior management as appropriate.
- Consider emerging trends and successful practices in internal auditing.

- Establish and ensure adherence to methodologies designed to guide the internal audit function.
- Ensure adherence to District's relevant policies and procedures unless such policies and procedures conflict with the internal audit charter or the Global Internal Audit Standards. Any such conflicts will be resolved or documented and communicated to the Board audit committee and senior management.
- Coordinate activities and consider relying upon the work of other internal and external providers of assurance and advisory services. If the internal auditor cannot achieve an appropriate level of coordination, the issue must be communicated to senior management and if necessary escalated to the Board audit committee.

*Communication
with the Board
Audit Committee
and Senior
Management*

The internal auditor shall report to the Board audit committee and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the Board audit committee that could interfere with the achievement of District's strategic objectives.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond District's risk appetite.

*Quality
Assurance and
Improvement
Program*

The internal auditor shall develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program shall include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program also will assess, if applicable, compliance with laws and/or regulations relevant to internal auditing. Also, if applicable, the assessment shall include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the internal auditor shall communicate with the Board audit committee and senior management about the internal audit function's quality assurance and improvement program, including the results of internal assessments (ongoing monitoring and periodic self-assessments) and external assessments. External assessments shall be conducted at least once every five years by a qualified, independent assessor or assessment team from outside District; qualifications must include at least one assessor holding an active Certified Internal Auditor® credential.

Scope and Types of
Internal Audit
Services

The scope of internal audit services covers the entire breadth of the organization, including all of District's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the Board audit committee and management on the adequacy and effectiveness of governance, risk management, and control processes for District.

The nature and scope of advisory services may be agreed with the party requesting the service, provided the internal audit function does not assume management responsibility. Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during advisory engagements. These opportunities shall be communicated to the appropriate level of management.

Internal audit engagements may include evaluating whether:

- Risks relating to the achievement of District's strategic objectives are appropriately identified and managed.
- The actions of District's officers, directors, management, employees, and contractors or other relevant parties comply with District's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations and programs are consistent with established goals and objectives.
- Operations and programs are being carried out effectively, efficiently, ethically, and equitably.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact District.
- The integrity of information and the means used to identify, measure, analyze, classify, and report such information is reliable.
- Resources and assets are acquired economically, used efficiently and sustainably, and protected adequately.

Resolution of
Disputes

The internal audit department shall make all attempts to resolve at the lowest level any disputes regarding specific findings or recommendation disagreements. In the event the internal audit staff cannot resolve the issue, the matter shall be referred to the Superintendent for resolution. In the event the dispute is not satisfactorily resolved or involves the Superintendent, it shall be referred to the Board for adjudication.

**WICHITA FALLS ISD BOARD OF
TRUSTEES DECEMBER 15, 2025**

Agenda Item:	Applicant Pool		
Administrator Responsible:	Denise Williams, Director of Human Resources		
Attachments:	Applicant Pool		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the proposed applicant pool as submitted by Denise Williams, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION
December 15, 2025**

CERTIFIED APPLICANT POOL ADDENDUM

Name	Certification	University	Yrs of Exp	Position/Assignment	Previous District
Murray, Megan	Core Subjects Grades EC-6	Midwestern State University Bachelor's	6	Teacher Milam Elementary Replacing Rayna Turnbo	Burkburnett ISD
Smith, LaTara*	(Intern) Special Education Grades EC-12	University of Phoenix Bachelor's	NA	Teacher Franklin Elementary Replacing Bryanne Henry	NA
Ruiz, Melanie	Early Childhood (PK-3)	Midwestern State University Bachelor's	1	Teacher Kindergarten Replacing herself (certification)	WFISD
Dorris, Devon	Social Studies (6-12) Principal (EC-12)	Tarleton State University Bachelor's & Masters	25	Athletic Director Replacing Grant Freeman	Azel ISD

Asterisk indicates Contract Addendum Required. See key below.

** Enrolled in an Alternative Certification Program*

*** One-year out-of state Certification*

****Emergency Permit*

***** Non-Renewal Permit*

DOI = District of Innovation

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION
December 15, 2025**

CERTIFIED APPLICANT POOL ADDENDUM

Hinojosa, Yessica	Core Subjects, Bilingual Supp (Spanish) (EC-6)	Midwestern State University Bachelor's, Masters & Doctorate	3	Teacher Southern Hills Replacing Paige Mendez	WFISD
Huizenga, Sarah	Core Subjects (EC-6)	Midwestern State University Bachelor's & Masters	5	Teacher Scotland Park Elementary Replacing Kenna Edwards	Burkburnett ISD
Mangual, Edward	Language other than English-Spanish (EC-12)	Wayland Baptist University Bachelor's & MASTers	5	Teacher Legacy High School Replacing James Arlington (movement on campus)	Holliday ISD

Asterisk indicates Contract Addendum Required. See key below.

** Enrolled in an Alternative Certification Program*

*** One-year out-of state Certification*

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DOI = District of Innovation

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION
December 15, 2025**

CERTIFIED APPLICANT POOL ADDENDUM

CONTRACT CHANGE

Name	Current Contract	Current Position	New Contract	New Position
Arlington, James	Non-Certified Professional	DOI Teacher	Teacher	Certified Teacher

Asterisk indicates Contract Addendum Required. See key below.

** Enrolled in an Alternative Certification Program*

*** One-year out-of state Certification*

****Emergency Permit*

***** Non-Renewal Permit*

DOI = District of Innovation



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT
FOR WICHITA FALLS INDEPENDENT SCHOOL DISTRICT**

The Wichita Falls Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Kyle Robinson & Roalson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. All communications between the parties shall be deemed privileged, and all work product shall be protected from disclosure. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Confidential Relationship: All information furnished by the District to Law Firm hereunder, including their respective agents, and employees, shall be treated as confidential ("Confidential Information") and shall not be disclosed to third parties except as required by law or authorized in writing. Any Confidential Information of the District may be used by Law Firm only in connection with the Services. Law Firm agrees to protect the confidentiality of any Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information. Access to the Confidential Information shall be restricted to those of Law Firm's personnel engaged under this Agreement. All Confidential Information made available hereunder, including copies thereof, shall be returned in accordance with Law Firm's File Retention Policy or request by the District, whichever occurs first. The restrictions set forth in this section shall not apply to information that is or becomes in the public domain through no fault of Law Firm, is independently developed by Law Firm, is provided to Law Firm by a third party who is not

subject to a duty of confidentiality, or is required to be disclosed pursuant to law or legal process.

12. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

13. Generative AI: While representing District, Law Firm may use generative AI tools and technology like Westlaw to assist in legal research, document drafting and other legal tasks. This technology enables us to provide more efficient and cost-effective legal services. However, it is important to note that while generative AI can enhance Law Firm's work, it is not a substitute for the expertise and judgment of Law Firm's attorneys. Law Firm will exercise professional judgment in using AI-generated content and ensure its accuracy and appropriateness in your specific matters. By entering into this agreement, District understands and agrees to Law Firm's use of AI-assisted applications, including Law Firm's limited, supervised use of those tools to process certain confidential information under Law Firm's continuing monitoring to reasonably protect the confidentiality of all information.

WICHITA FALLS INDEPENDENT SCHOOL DISTRICT

By: _____

(Signature)

(Print Name)

(Title)

(Date)

WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.



By: _____

Joe A. De Los Santos
Managing Shareholder

12/1/2025

(Date)